

**ABSTRACT**

In an administrative program controlling a plurality of printers and copiers, an administrator is provided with a matrix whereby different billing requirements can be associated with different discrete functions, such as printing, scanning, faxing, and finishing, within a single machine. The administrator is provided with options to control the behavior of the machine when required billing codes are not entered, such as holding image data relating to a requested job in a machine until the required billing codes have been entered.